

ATTN: ATHLETIC DIRECTORS, Athletic Assistants and Secretaries

AT / QMP Reminder for HIGH SEED SITE – HOSTING

Please remember the *required* Athletic Trainer / Qualified Medical Professional requirements for hosting an AIA High Seed Site Post Season Event:

<http://aiaonline.org/files/14634/qualified-medical-professionalemmt-coverage-at-aia-post-season-events.pdf>

The AIA office *must* be notified of who the Athletic Trainer or QMP is that is working the AIA High Seed Site event at your site **72 hours before the event**, or if assistance is needed to place a QMP or AT:

Contact: Jess Garcia jegarcia@aiaonline.org 602.385.3826

ALL Athletic Trainer services must have a VALID invoice limited to one of the following formats:

- 1) From the AT who is contracted with the AIA (“cadre”) or**
- 2) From the school which paid the AT through their usual and customary method, or**
- 3) From the 3rd party vendor which provided the AT services – where the AT is employed.**

No AT/QMP payment will be made directly from the AIA TIER submission *only*.

All Direct Pay – 1099 Contracted ATs must have a Certificate of Professional Liability Insurance on file with the AIA. Should any AT not be familiar with this protocol, they must contact the AIA prior to working any event.

Athletic Director – IF YOU DO NOT HAVE A FULL UNDERSTANDING OF THIS POLICY CONTACT THE AIA

Jess Garcia jegarcia@aiaonline.org 602.385.3826 or Jake Litwiller jlitwiller@aiaonline.org 602.385.3819